

Instructions to Offerors—Submission of Offers
Under the Multiple Award Schedule (MAS) Express Program

The General Services Administration (GSA) made a commitment to industry that GSA would award Multiple Award Schedule (MAS) contracts within 30 days. The primary goal of the MAS Express Program is to simplify and streamline the process for new Offerors to obtain MAS contracts.

Under the MAS Program, GSA establishes long-term Governmentwide indefinite delivery, indefinite quantity (IDIQ) contracts with responsible commercial firms to provide customers with access to a wide variety of supplies (products) and services.

Participation in the MAS Express Program is open to all business concerns, regardless of size. At the present time, offers accepted under the MAS Express Program are **limited to a total of 500 products/labor categories under the following Multiple Award Schedule Special Item Numbers (SINs)**:

Schedule Number and Title	Special Item Numbers (SINs)
36 The Office, Imaging, and Document Solutions	165-205 Multimedia Office Cabinets, Displays, and Filing Systems 20-220 Projection Screen, Stand, Printer (Enlarger) Systems <i>*Set Aside for Small Business Concerns</i> 20-300 Projectors and Electronic Whiteboards 47-145 Typewriters 50-177 Date and Time Stamps 50-281 Calculators 50-287 Money Handling and Processing Machines 50-7002 Stencil Cutting Machines
48 Transportation, Delivery and Relocation Solutions	411-3 Transportation Consulting Services 653-8 Office Relocation Services
51 V Hardware SuperStore	<i>Lawn and Garden Department</i> 341-100 Mowers 341-400 Lawn and Garden Implements (not tractor drawn or mounted) 341-500 Cattle Guards 341-600 Chain Saws

51 V Hardware SuperStore (Continued)	341-700 Accessories/Replacement Parts – Includes Lubricants and Tools Directly Related to Lawn and Garden Equipment 341-800 Hand Tools – Specifically Lawn and Garden Dedicated
58 I Professional Audio/Video, Telecommunications, and Security Solutions	58-1 Recording and Reproducing Video and Audio Equipment, Including Spare and Repair Parts, and Accessories
67 Photographic Equipment – Cameras, Photographic	19-1 Film, Paper, Chemicals, and Related Equipment for Photographic and Radiographic Applications 20-130 Photographic Laboratory Systems 20-316 Cameras and Accessories 20-320 Photographic Digital Technologies 262-53 Product Support for Photographic Products and Services
70 General Purpose Commercial Information Technology Equipment, Software, and Services	132-8 Purchase of Equipment (IT and Telecommunications Hardware) 132-12 Maintenance of Equipment, Repair Service, and Repair Parts/Spare Parts 132-50 Classroom Training <i>Note: Vendors offering for Purchase of Equipment (SIN 132-8) are required to provide maintenance service and/or repair service and repair parts (SIN 132-12), in accordance with normal industry practices, for the type of equipment offered.</i>
73 Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals, and Services	<i>Cleaning Equipment and Accessories, Cleaning Chemicals and Sorbents, and Janitorial Supplies</i> 375-100 Vacuum Cleaner Machines – Canister Type 375-103 Vacuum Cleaner Machines – Upright Type

73 Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals, and Services (Continued)	<p>375-107 Vacuum Cleaner Machines – Portable, Hand Type</p> <p>375-117 Carpet Cleaner Machines – Shampooers, Extractors</p> <p>375-125 Carpet Cleaner Sweepers and Scrubbers – Walk Behind Type</p> <p>375-129 Floor Cleaner Machines – Scrubbers, Strippers, Polishers, Burnishers</p> <p>375-135 Machine Accessories and Attachments</p> <p>375-139 Repair and Replacement Parts for Cleaning Equipment</p> <p>375-200 Janitorial Supplies – Mops, Buckets, Wringers, Squeegees, Brooms, Brushes, Sponges, Scouring Pads, Wiping Rags, Cleaning Cloths, Polishing Pads, and Related Items</p> <p>375-321 Powdered and Liquid Machine Warewashing (Dishwashing) Compounds and Rinse Additives</p> <p>375-323 Powdered and Liquid Laundry Cleaners and Dry Cleaning Chemicals</p> <p>375-341 Floor and Carpet Chemical Products</p> <p>375-351 Sorbents, Non-Marine Usage, Type I (Non-hazardous and Non-toxic Organic Spills)</p> <p>375-352 Sorbents, Non-Marine Usage, Type II (Hazardous and Toxic Organic Spills)</p> <p>375-353 Sorbents, Marine Usage, Type III (Non-water Soluble)</p> <p>375-355 Sorbent Accessories</p> <p>375-356 Sweeping Campgrounds</p> <p>375-363 Cleaners/Degreasers (Water and/or Solvent Based Detergents)</p>

73 Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals, and Services <i>(Continued)</i>	375-364 Cleaners/Degreasers and Polishers (1,1,1 Trichloroethane CFC Replacement for Industrial/Electrical Applications) 375-368 Rubber Cleaning Gloves 375-371 Chemical Dispensing Equipment and Systems 375-372 Cleaning Chemicals Used with Dispensing Systems 375-391 Auto Cleaners/Polishers, Air Fresheners, and Windshield Care 375-393 Tire Care: Tire/Wheel Dressings, Tire Cleaners/Protectants, Tire Sealants, Road Hazard Kits, and Battery Mats <i>Recycling Collection Containers and Waste Receptacles</i> 384-2 Office Recycling Containers and Waste Receptacles 384-4 Outdoor Recycling Containers and Waste Receptacles 384-9 Industrial Trash Storage Containers
75 Office Products/Supplies and Services	75-85 Restroom Products
78 Sports, Promotional, Outdoor, Recreational, Trophies, and Signs (SPORTS)	<i>Sports and More</i> 192-02 Sporting Goods Equipment and Supplies 192-08 Fitness Equipment 192-09 Turfs, Greens, and Sports Floors 192-19 Poolside—Includes Swimming Pool Equipment and Supplies 192-41 Sounds of Music—Musical Instruments, Accessories, and Spare Parts 192-42 Child's Play—Toys, Preschool Aids, Games, Crafts, and Hobbies

78 Sports, Promotional, Outdoor, Recreational, Trophies, and Signs (SPORTS) (Continued)	<p>192-45 Sports Clothing and Accessories <i>Fun in the Great Outdoors, Including Park and Outdoor Recreational Equipment</i></p> <p>192-33A Camping and Hiking Equipment</p> <p>192-37B* Park and Recreational Tables, Benches, Outdoor Pool and Patio Furniture and Bleachers, Including Replacement Parts* <i>Set Aside for Small Business Concerns</i></p> <p>192-37 I Park and Playground Equipment</p> <p>251-1 Wheel and Track Vehicles</p> <p>251-6 Utility Vehicles, Unlicensed, Off-Road, Automotive Design</p> <p>251-13 Mobile Homes, Travel Trailers with Ancillary Services (<i>excludes construction</i>)</p> <p>251-22 Recreational Watercraft <i>Signs and Safety Zone Products</i></p> <p>366-11 Signs</p> <p>366-12 Safety Zone Products</p> <p>366-90 Ancillary Services Related to Signs and Safety Zone Products (<i>excludes construction</i>) <i>Trophies, Awards, Presentations, Promotional Products, and Briefcases/Carrying Cases</i></p> <p>366-22 Trade Show Displays, Exhibit Systems, and Related Products and Ancillary Services</p> <p>366-23 Flags, Banners, Pennants, and Related Products</p> <p>402-5* Awards, Plaques, Trophies, Ribbons, Medals, Lapel Pins, Badges, Buttons and Patches, and Related Products <i>*Set Aside for Small Business Concerns</i></p>

78 Sports, Promotional, Outdoor, Recreational, Trophies, and Signs (SPORTS) <i>(Continued)</i>	402-7 Pens and Writing Instruments; Rulers; Tape Measures; Magnets; Stress Indicators; Key Tags; Key Rings; Luggage Tags; Pocket Tools; Ice Scrapers; Mugs, Glassware, Plates and Bowls Suitable for Engraving; Imprintable Planners; Portfolios; Calculators; Briefcases, Carrying Cases, Bags, and Accessories; Computer Accessories, including Mouse Pads, Wrist Rests, and Related Products
81 I B Shipping, Packaging, and Packing Supplies	617-1 Bags and Sacks; Shipping Paper; Closed Cell Plastic Film; Reinforced, Cushioned, and Barrier Material 617-2 Bottles, Jars, Boxes, Cartons, Crates, Containers, and Metal Drums 617-3 Wrapping and Strapping Materials 617-4 Packaging and Packing Bulk 617-5 Performance Oriented Packaging (POP) – Plastic Overpack and Hazardous Material Packaging 617-7 Aluminum Foil 617-10 Packaging Services 617-11 Maintenance, Repair, and Modifications of Containers 617-12 Pallets, Plastic and Wood
599 Travel Services Solutions	599-1 Travel Consulting Services
899 Environmental Services	899-1 Environmental Planning Services and Documentation 899-2 Environmental Compliance Services 899-3 Environmental Occupational Training 899-4 Waste Management Services 899-5 Reclamation, Recycling, and Disposal Services

899 Environmental Services (Continued)	899-6 Remote Advisory Services <i>(in support of environmental programs)</i> 899-7 Geographic Information Services <i>(in support of environmental programs)</i> 899-8 Remediation Services

Through the use of a centralized Schedule Program Express Evaluation Desk (SPEED Desk), GSA intends to standardize and expedite the initial review and qualification of offers. Upon completion of its initial review and qualification of an offer, the SPEED Desk will immediately notify the Offeror as to whether the offer meets the minimum criteria for consideration under the MAS Express Program and, if not, the options available to the Offeror. By expediting this turnaround time for the initial review and qualification of an offer, as well as providing the Offeror with rapid feedback, the overall time required to review, evaluate, negotiate (if necessary), and award an MAS contract should be greatly reduced.

Offerors are advised that meeting the minimum criteria for the MAS Express Program does not guarantee the award of an MAS contract. Although the criteria identified in these Instructions to Offerors supersede any **corresponding** requirements in individual solicitations, offers that qualify for the MAS Express Program must still meet all **additional** criteria identified in the applicable Schedule solicitation.

Offer Submission

IMPORTANT: GSA will only accept MAS Express eOffers. See the "Electronic Submission" instructions below for more information.

Electronic Submission: eOffers are to be submitted using Express eOffer, a web based application that allows Offerors to prepare and submit their offers under the MAS Express Program electronically. Access to Express eOffer is available at <http://eoffer.gsa.gov>, by clicking on the "Sign In" box under **Express Offers (eOffers)**.

Note: Offerors are advised that "Express" eOffer is different from eOffer; Express eOffer allows electronic submission of offers *under the MAS Express Program*, while eOffer simply allows electronic submission of offers for *standard offer processing*. Offerors should ensure that the **Express Offers (eOffers)** block is selected.

IMPORTANT: Offerors are advised that when using Express eOffer, once the offer is submitted electronically, the offer is "locked" in the system until GSA completes its review. The only information that may be changed prior to the completion of the review is the company point of contact and/or authorized negotiator. eOffers may be withdrawn at any time prior to contract award.

The Vendor Checklist will be used by the SPEED Desk to complete its initial review and qualification of all offers submitted under the MAS Express Program.

Basic Requirement—Excluded Parties List System (EPLS)

The Excluded Parties List System (EPLS) is a central registry that contains information regarding entities debarred, suspended, proposed for debarment, excluded, or otherwise declared ineligible from receiving Federal contracts. Access to the EPLS is available at <http://www.epls.gov>. An Offeror or any individuals identified in the solicitation that appear in EPLS are **not** eligible for award of an MAS contract.

Core Criteria

The "Core Criteria" for the MAS Express Program are identified below:

- The Offeror has been in business for at least two years.
- The Offeror has a minimum of \$100,000 in sales (cumulative sales primarily or entirely commercial) during the last two years.

Submission with Offer: The Offeror should submit sufficient documentation to support an affirmative response that it has a minimum of \$100,000 in sales (cumulative sales primarily or entirely commercial) during the preceding two years. Such documentation may include, but is not limited to, financial statements and invoices.

- The Offeror has a minimum current ratio of 1.5 for offers submitted under all participating Schedules and SINs (with the exception of Schedule 48, SIN 653-8, which requires a minimum current ratio of 1.2).

The minimum current ratio is based upon the Offeror's most current year's financial statement (income and balance sheets) and is calculated by dividing the Offeror's current assets by its current liabilities.

- The Offeror has positive and/or neutral ratings on all elements on its Open Ratings Past Performance Evaluation Report.

Under an Open Ratings Past Performance Evaluation, Open Ratings, a Dun & Bradstreet (D&B) Company, conducts an independent audit of customer references and calculates a rating based upon a statistical analysis of various performance data and survey responses. While some solicitations do contain the form to request an Open Ratings Past Performance Evaluation, the Offeror may request the evaluation directly from Open Ratings by placing an order online at www.ppereports.com.

Submission with Offer: The Offeror must submit two copies of its application for an Open Ratings Past Performance Evaluation, along with two *color* copies of the Open Ratings Past Performance Evaluation Report. Open Ratings requests that customers provide 20 references in order to ensure that sufficient responses are received to successfully generate a report. Under the MAS Express Program, the Offer must submit a sufficient number of references in its application *to ensure that Open Ratings receives responses from at least four references*. The Open Ratings Past Performance Evaluation Report is valid for one year from the date of issuance.

In order to be considered for the MAS Express Program, the Offeror must meet **all** core criteria. If one or more of the core criteria are not met, the offer will not meet the minimum criteria for the MAS Express Program. The SPEED Desk will then reject the offer and return it to the Offeror, with an explanation as to the deficient core criteria. Such action does not preclude the Offeror from submitting its offer to the applicable Acquisition Center/Office for *standard offer processing*. In order to facilitate any subsequent submission for *standard offer processing*, the SPEED Desk will also identify any deficiencies noted in the secondary criteria, so that the Offeror can address those deficiencies prior to submission to the appropriate Acquisition Center/Office.

Secondary Criteria

The "Secondary Criteria" for the MAS Express Program are identified below:

- The Offeror has registered in the Central Contractor Registration (CCR) database, and the CCR registration is up-to-date. The CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. The Offeror must be registered in the CCR prior to the award of a Schedule contract. Access to the CCR is available at <http://www.ccr.gov>.

Note: In order to register in the CCR database, the Offeror must have a Data Universal Numbering System (DUNS) Number. The DUNS Number is a unique nine character identification number provided by Dun & Bradstreet. The DUNS website at <http://fedgov.dnb.com/webform> contains information for the Offeror to obtain a DUNS Number by telephone or via the Internet.

The Offeror has completed the Online Representations and Certifications Application (ORCA) in its entirety. ORCA was developed as an Integrated Acquisition Environment (IAE) E-Government initiative designed to reduce the administrative burden on Offerors to submit the same paper-based representations and certifications repeatedly for various solicitations. As of January 1, 2005, Federal Acquisition Regulation (FAR) 4.12 requires prospective contractors to complete electronic annual representations and certifications via the ORCA website at <https://orca.bpn.gov>, and to update the representations and certifications as necessary, but at least annually to ensure they are kept current, accurate, and complete.

The Offeror has **only** offered Special Item Numbers (SINs) that have been approved for the MAS Express Program—see preceding table.

The Offeror has completed the "Pathway to Success" education seminar, by attending either a "live" presentation or completing the web based presentation posted on the Vendor Support Center (VSC) under the "Vendor Training" tab. Access to the VSC is available at <http://vsc.gsa.gov>. Pathway to Success is designed to assist prospective MAS contractors in making an informed decision as to whether obtaining an MAS contract is right for them. The presentation provides background information on the MAS Program, as well as GSA's expectations for an Offeror to become a successful MAS contractor, and information regarding how to compete and succeed in the Government marketplace. Other topics of discussion include how to develop a MAS-specific business plan, and how to submit a quality offer.

Submission with Offer: At the completion of the Pathway to Success education seminar, the Offeror will receive a certificate. Two copies of the certificate must be submitted with the offer. The Pathway to Success Certificate is valid for one year from completion of the education seminar; i.e., the Offeror must submit its offer within the one-year period during which the certificate is valid. If the offer is not submitted during this one-year period, the Offeror must complete a new Pathway to Success education seminar in order to be eligible to participate under the MAS Express Program. The employee who completed Pathway to Success must still be employed by the Offeror at the time of offer submission.

The Offeror has submitted two copies of a signed, completed Standard Form (SF) 1449, Solicitation/Contract/Order for Commercial Items, under the most recent solicitation refresh.

The Offeror has completed all fill-in clauses/provisions. Fill-in clauses/provisions include, but are not limited to—

- > Scope of Contract;
- > Ordering Information;
- > Contact for Contract Administration;
- > Contractor's Remittance (Payment) Address;
- > Authorized Negotiators; and
- > Place of Performance.

The Offeror has submitted two copies of its current, dated, commercial pricelist/catalog and/or established pricing accompanied by invoices or other documentation to substantiate proposed pricing.

The Offeror has submitted two copies of its completed Commercial Sales Practices Format (CSP).

The instructions for submission of the Commercial Sales Practices Format, along with the actual document, are included in the solicitation. *The Offeror is strongly advised to thoroughly review the Commercial Sales Practices Format and corresponding instructions in the applicable solicitation, in order to fully respond to all solicitation requirements.* Further information regarding the submission of discounts, concessions, and pricing policies is contained in General Services

Administration Acquisition Regulation (GSAR) clause 552.212-70, Preparation of Offer (Multiple Award Schedule).

The Offeror has proposed items that are within the scope of the identified Schedule Special Item Numbers (SINs).

Note: For an item to be "within the scope" means that the proposed item falls within the generic description of the Special Item Number identified in the Schedule solicitation. The Offeror is advised that a final determination as to whether the items offered are within the scope of the Schedule solicitation SINs will be made, at a subsequent date, by the appropriate Acquisition Center/Office.

The Offeror has submitted two *color* copies of the report from Open Ratings indicating the results of its Past Performance Evaluation.

The Offeror has submitted two copies of at least one year of its **most current** financial statement (income and balance sheets).

The Offeror has proposed 500 or fewer products/labor categories *and has numbered its products/labor categories in order to facilitate the SPEED Desk review of this criteria.*

The Offeror, if other than the manufacturer, has submitted two copies of the manufacturers' pricelists.

The Offeror, if other than the manufacturer, has submitted two copies of Letters of Supply— **using the required template** (Attachment 2) — for each manufacturer whose products are offered. The required template must constitute the *first page* of the Letter of Supply and is, in itself, sufficient to meet the criteria. Suppliers may, at their discretion, include additional language in their Letters of Supply, *provided that* such language does not contradict any statement in the template.

The Offeror has proposed equal to or better than most favored customer pricing. The

Offeror has taken **no exceptions** to the terms and conditions of the solicitation.

In addition to checking the appropriate box, the Offeror is required to insert the company name and initial the affirmative statement at the bottom of the second page of the Vendor Checklist (Attachment 1).

The Offeror, if a large business concern, has submitted a complete subcontracting plan.

In accordance with Federal Acquisition Regulation (FAR) 19.702(a)(1) and General Services Administration Acquisition Manual (GSAM) 519.705-2(a), a small business subcontracting plan is required from a large business concern whose estimated dollar value of the proposed Schedule contract, *including options*, is expected to exceed \$550,000. The specific requirements of a subcontracting plan are identified in FAR 19.704.

Attachment 3, GSA Subcontracting Goals (How to do the math calculations), is provided to assist the Offeror in computing the dollars and percentages to be subcontracted to each category of business concern.

- The Offeror has inserted the company name and initialed the statement confirming that the Offeror has addressed all of the applicable evaluation criteria indicated on the Vendor Checklist in the affirmative, with the exception of a successful financial review and approval of a subcontracting plan. *(Not Applicable to Express eOffer.)*
- The Offeror has submitted complete technical and price proposals (if applicable) that include all elements required by the solicitation.

IMPORTANT: Additional eligibility criteria may apply. The Offeror ***must review and adhere to*** the criteria outlined in the MAS Express Program Instructions to Offerors specific to the Schedule solicitation under which the offer is submitted.

As noted above, if all of the core criteria are met, the Offeror meets the basic eligibility criteria for consideration under the MAS Express Program. If, however, one or more of the secondary criteria are deficient, the SPEED Desk will reject the offer and return it to the Offeror, with an explanation as to the deficient secondary criteria. This rejection does **not** preclude the Offeror from resubmitting the offer for consideration under the MAS Express Program, once all identified deficiencies have been addressed.

IMPORTANT: Offerors meeting the basic eligibility criteria for the MAS Express Program are advised that their offers will undergo further evaluation by the appropriate Acquisition Center/Office. GSA may, at any time, request additional information in order ensure that all solicitation requirements have been addressed. Such requested information may include additional pricing/discount information in order for GSA to make a price reasonableness determination. Offerors are also advised that their proposals may still be subject to negotiation, and may be rejected and returned at any time during the evaluation process.

SUBMISSION OF OFFERS

- ***Electronic Submissions:*** Offers submitted in electronic format under the MAS Express Program utilizing Express eOffer are transmitted via the eOffer website at <http://eoffer.gsa.gov>.

For questions regarding a particular Schedule solicitation, Offerors are advised to contact the points of contact listed for the specific solicitation in FedBizOpps or in the actual solicitation document. For questions specifically related to the MAS Express Program, Offerors are advised to contact the SPEED Desk on (312) 886-8897.

Attachment 1: Multiple Award Schedule (MAS) Express Program Vendor Checklist

Please check only one: ☐ Large Business ☐ Small Business

Please check one or more (as applicable): ☐ Manufacturer ☐ Dealer ☐ Service Provider

Disqualification

Location In Offer
(Page Number and/or
Attachment Number)

Offeror:

Does Not Appear on the Excluded Parties List System (EPLS) (If the Offeror does not appear, this should be answered as "Yes")

☐ Yes ☐ No

Core Criteria

Offeror:

Has Been in Business for at Least Two Years

☐ Yes ☐ No

Has a Minimum of \$100,000 in Sales (Cumulative Sales Primarily or Entirely Commercial)
During the Last Two Years

☐ Yes ☐ No

Has a Minimum Current Ratio of 1.5 Based on Most Current Year's Financial Statement

Has Positive and/or Neutral Ratings on ALL Open Ratings Past Performance Evaluation Report Elements

☐ Yes ☐ No

Secondary Criteria

Offeror:

Has Registered and Registration is Up-to-Date in the Central Contractor Registration (CCR)

☐ Yes ☐ No

Has Completed Online Representations and Certifications Application (ORCA)

☐ Yes ☐ No

Has Offered Approved SINS

☐ Yes ☐ No

Please Identify Offered SINS

Secondary Criteria (continued)**Location In Offer**(Page Number and/or
Attachment Number)

Has Completed the "Pathway to Success" and Included Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Has Submitted a Signed SF1449 Under the Most Recent Solicitation Refresh	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Has Completed All Required Fill-In Clauses	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Has a Current, Dated, Commercial Pricelist/Catalog and/or Established Pricing Accompanied by Invoices or Other Documentation to Substantiate Proposed Pricing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Has Submitted a Complete Commercial Sales Practices Format (CSP)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Has Offered Items that are Within the Scope of the Proposed Schedule/SINs	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Has Submitted Open Ratings Past Performance Evaluation Report Results	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Has Submitted at Least One Year of <u>Most Current</u> Financial Statement (Income and Balance Sheets)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Has Proposed 500 or Fewer Products/Labor Categories	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Has Submitted Manufacturers' Pricelists (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Has Submitted Letters of Supply Using Required Template	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Has Offered Equal To or Better Than Most Favored Customer Pricing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Has Taken No Exceptions to the Terms and Conditions of the Solicitation	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Has Submitted a Complete Subcontracting Plan (if Offeror is a large business)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Has Approved Subcontracting Plan (if Offeror is a large business)	-----	
Has Submitted a Complete Technical Proposal (if applicable) that Includes All Elements Required by the Solicitation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Has Submitted a Complete Price Proposal (if applicable) that Includes All Elements Required by the Solicitation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
[Offeror Name] takes no exceptions to the Terms and Conditions of this solicitation.	_____ [Initial]	
[Offeror Name] has addressed all of the applicable evaluation criteria in the affirmative.	_____ [Initial]	
Please note that the current ratio and approved subcontracting plan require no response.		

Attachment 2: Letter of Supply Template

[Submitted on Supplier Letterhead]

[Supplier Name]

[Supplier Point of Contact (POC)]

[Address]

Re: Letter of Supply

Dear [Offeror POC]

This Letter of Supply is in reference to the offer that [Offeror Name] submitted in response to the General Services Administration's Solicitation [Solicitation Number].

In the event that [Offeror Name] is awarded a Multiple Award Schedule (MAS) contract under the aforementioned solicitation number, [Supplier Name] can guarantee an uninterrupted source of supply, with sufficient quantities of product, for the duration of the base contract period.

[Supplier Name] understands that all products and services that are offered on MAS contracts must be compliant with the Trade Agreements Act (TAA) (19 U.S.C. 2501, *et seq.*) As such, all products supplied by [Supplier Name] to [Offeror Name] will be TAA compliant. You will be notified immediately upon discovery of any changes in the Country of Origin of supplied products.

The person whose signature appears below is authorized to make the commitments noted above.

Sincerely,

[Signed by a company official authorized to make the commitment]

**The above is a mandatory template and will constitute the first page of the Letter of Supply. Although the content of the template is sufficient, Suppliers may attach additional verbiage in subsequent pages as long as the verbiage does not contradict the statements made above.*

**Please note that "Supplier" name is synonymous with "Manufacturer" and/or "Distributor."*

Attachment 3: GSA SUBCONTRACTING GOALS (How to do the math calculations)

- **Goals** must be stated in both dollars (\$) and percentages (%).
- The **contractor** must state the estimated **total subcontracting dollars** planned to be subcontracted to all types of business concerns, then state separately the **total dollars that will be subcontracted to each category** (large business, small business, HUBZone small business, small disadvantaged business (SDB), women-owned small business (WOSB), veteran-owned small business (VOSB), and service-disabled veteran-owned small business (SDVOSB) concerns).
- The **Small business dollar amount** must include all subgroup category amounts; i.e., HUBZone, SDB, WOSB, VOSB, SDVOSB (plus any "other small" businesses that do not fall within one of these specified subgroups).
- The **dollar amounts** planned for subcontracting to Small, HUBZone, SDB, WOSB, VOSB, and SDVOSB concerns must be expressed in the subcontracting plan as **percentages of the total subcontracting dollars to all concerns**. ***Only the large plus all small should equal the total.**

The Dollars shown below are only examples; however, the percentages shown are the actual GSA goals for FY2011. (To review prime or subcontract goals online, visit the SBA website at <http://www.sba.gov/about-offices-content/1/2467/resources/4748#Statutory%20Goals>.

	<u>Dollars</u>	<u>Percentages</u>
Total dollars to be subcontracted (to both Large and Small Businesses)	\$100,000	100%
To Large Businesses	\$70,000	*70%
To all Small Businesses (includes HUBZone Small, Small Disadvantaged, Women-Owned Small, Veteran-Owned Small, Service-Disabled Veteran-Owned Small, and Other Small Business Concerns)	\$30,000	*30%
To HUBZone Small Businesses	\$3,000	3%
To Small Disadvantaged Businesses	\$5,000	5%
To Women-Owned Small Businesses	\$5,000	5%
To Veteran-Owned Small Businesses (includes SDVOSB below in this total)	\$3,000	3%
To Service-Disabled Veteran-Owned Small Businesses	\$3,000	3%

NOTE: The total \$30,000 to **all Small** businesses already **includes** each subgroup (HUBZone, SDB, WOSB, VOSB, and SDVOSB), plus other small businesses that are only small and do not fall into a specified category. Do **not** add together subgroups to reach the total Small figure, as the same dollars can be double and triple counted for each group as applicable to the company receiving the order.